

# ADELE FORD

1111 New Tree Lane, Missouri City, TX 77489 | (281) 437-4475 Home (832) 331-9026 Cell|  
Aford1@my.lamar.edu

## ACADEMIC BACKGROUND

Lamar University, Beaumont, TX

**M.Ed. Educational Technology Leadership**

**Expected 2012**

Texas Southern University, Houston, TX

**M.Ed. Educational Administration**

**1996-1998**

Purdue University, West Lafayette, IN

**B.A in Elementary Education**

**1987-1993**

Areas of Concentration: K-8,

Minor: Early Childhood Education

## PROFESSIONAL CERTIFICATIONS/LICENSES

EC-12 Technology Applications TX

**In progress**

Master Technology Teacher (MTT) TX

**In progress**

Mid-Management Administrator (Grades PK-12) TX

**1998**

English as a Second Language (Grades PK-8) TX

**1997**

Elementary Self-Contained (Grades 01-08) TX

**1994**

Early Childhood Education (Grades PK-K) TX

**1994**

## TEACHING EXPERIENCE

### Fourth/Fifth Grade /ESL Teacher/Administrator

Rhoads Elementary School, Houston, TX

**08/2006-Present**

- Taught basic fundamentals in the core areas of reading, writing, language
- Student Information System Teacher Advocate
- Title 1 contact person
- Administrative “fill in” when the principal is off campus and Lead Teacher
- Provide Professional Development Opportunities to staff and parents
- Provide some Technology support for the school

### Fifth Grade/ ESL Teacher

Foerster Elementary, Houston, TX

**08/2005-05/2006**

- Taught basic fundamentals in the core areas of reading
- Taught ESL classes and language arts to non-English and limited-English speaking students

**Site Coordinator (Assistant Principal)/Title I Coordinator**Academy of Accelerated Learning, *Houston, TX***02/2004-08/2005**

- Supervised site-based management team, faculty and staff
- Conducted staff development training
- Maintained Title I funds according to guidelines and procedures for allocation
- Assisted with the development, revision and implementation of the school improvement plan
- Supervised after-school programs and seasonal events
- Conducted administrative formal and informal evaluations for faculty and staff
- Participated in administrative meetings to review school issues and/or enhancements
- Reviewed and approve curriculum-based lesson plans for faculty aligned with TEKS
- Problem-solved issues, conflicts and concerns of students, teachers, administrators and parents

**Online Instructor**UNIVERSITY OF PHOENIX, *Houston, TX***03/2003-Present**

- Adjunct Faculty for the Department of Education
- Teach online education classes for graduate and undergraduate education majors seeking teaching certification

**Dean of Instruction,**La Amistad Love & Learning Academy, *Houston, TX***07/2002-01/2004**

- Supervised the implementation of the school's curriculum
- Reviewed and approved TEKS curriculum-based lesson plans
- Conducted curriculum-based teacher in-services for enhancement purposes and/or newly released information
- Assisted in the management of student, teacher and parent issues and concerns

**Teacher/Tutor (part-time)**Sylvan Learning Center, *Missouri City, TX***08/2001-01/2004**

- Taught evening and weekend classes
- Assessed students by conducting pre and post testing, determining areas of weakness
- Tutored content areas, math, reading, language arts and writing
- Taught effective testing strategies

**Fourth Grade Teacher**Best Elementary, Alief ISD, *Houston, TX***08/2001-05/2002**

- Taught basic fundamentals in the core areas of math, science, social studies, writing, and reading
- Taught summer school for students who were academically unsuccessful during the regular school year

**Reading/Writing Lab Facilitator (1<sup>st</sup>-5<sup>th</sup> Grade)**Alcott Elementary, Houston ISD, *Houston, TX***08/1999-05/2001**

- Taught basic fundamentals in the areas of reading and writing per grade level
- Utilized TEKS-based curriculum to create a conducive reading and writing lab to aide in TAAS preparation

**Second Grade, Fourth Grade and ESL Teacher**Hartsfield Elementary, Houston ISD, *Houston, TX***08/1998-05/1999**

- Taught basic fundamentals in the core areas of math, science, social studies, writing, and reading for second and fourth grade
- Taught ESL classes to non-English and limited-English speaking students
- Taught summer school for students who were academically unsuccessful during the regular school year

**Pre-K, Second, Fourth Grade and ESL Teacher**Alcott Elementary, Houston ISD, *Houston, TX***08/1993-05/1998**

- Taught basic fundamentals as preparation for promotion to Kindergarten
- Taught ESL classes to non-English and limited-English speaking students

**ADMINISTRATIVE/SUPERVISORY/LEADERSHIP EXPERIENCE****Site Coordinator (Assistant Principal)/Title I Coordinator**Academy of Accelerated Learning, *Houston, TX***02/2004-08/2005**

- Supervised site-based management team, faculty and staff
- Conducted staff development training
- Maintained Title I funds according to guidelines and procedures for allocation
- Assisted with the development, revision and implementation of the school improvement plan
- Supervised after-school programs and seasonal events
- Conducted administrative formal and informal evaluations for faculty and staff
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**Dean of Instruction,**La Amistad Love & Learning Academy, *Houston, TX***07/2002-01/2004**

- Supervised the implementation of the school's curriculum
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- Conducted curriculum-based teacher in-services for enhancement purposes and/or newly released information
- Assisted in the management of student, teacher and parent issues and concerns

### **LEADERSHIP EXPERIENCE**

5<sup>th</sup> Grade Language Arts Lead Teacher

**2010-Present**

### **PROFESSIONAL/ACADEMIC HONORS AND AWARDS**

ESL Teacher of the year Rhoads Elementary, Houston, TX

**2008-2009**

Teacher of the Year Rhoads Elementary, Houston, TX

**2009-2010**

### **LANGUAGES**

[English – native language]

Spanish- minimal reading, writing, speaking, competencies

### **MEMBERSHIPS**

Texas Computer Education Association (TCEA)

Houston Federation of Teachers

### **REFERENCES**

Debra Balthazar, Ed.D, Principal of Rhoads Elementary School , 713-732-3650, dbalthaz@houstonisd.org

Michael Hill, Assistant Principal, Sutton Elementary School, 281-660-2476, mhill@houstonisd.org

Christopher Pichon, Principal of Best Elementary, 281-451-1235, cpichon@aliefisd.org